



FOREIGN AFFAIRS MANUAL

VOLUME 12 – Diplomatic Security

Transmittal Letter: DS-71

Date: October 10, 2000

12 FAM 550 SECURITY INCIDENT PROGRAM

MAJOR CHANGES

1. The heading of 12 FAM 555 has been changed to read “Security Incidents Involving Nondepartment of State Employees and Contractors.” According to HR, contractors are NOT employees. This is the only change to the subchapter.

2. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and discard 12 FAM 550 (issued under TL:DS-70, dated 10-01-2000; 23 pages) and replace it with the revised, identically numbered subchapter (23 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:DS-71, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on the State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

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(DS/PPB/PPD)